

# Chapter 1

## Legal Aid Panel

The Director of Legal Aid maintains separate panels of counsel and solicitors who are willing to investigate, report and give opinion upon applications for legal aid and to act for aided persons, in accordance with the Legal Aid Ordinance.

2. Counsel or solicitors holding current practising certificates may apply to join the Legal Aid Panel, using the prescribed Panel Entry Form – Form LAP1 (for solicitor) or Form LAP3 (for counsel) – to provide information on their experience and expertise. As the Department selects counsel or solicitors for legal aid work with reference to the information provided, counsel or solicitors are advised to notify the Legal Aid Department of any changes after they join the panel by completing a Legal Aid Panel Data Update Form – Form LAP2 (for solicitor) or Form LAP4 (for counsel) – and returning it to:

The Secretary  
The Departmental Monitoring Committee  
Legal Aid Department  
26/F, Queensway Government Offices, 66 Queensway, Hong Kong  
Fax : (852) 2905 1891

3. If counsel or solicitors wish to be removed from the Legal Aid Panel, they should complete a Panel Removal Form (Form LAP5) and return it to the Secretary of the Departmental Monitoring Committee.

4. The above forms can be found in Appendices A – E of this Manual and may be obtained from the Secretary of the Departmental Monitoring Committee or downloaded from the website of the Legal Aid Department ([www.lad.gov.hk](http://www.lad.gov.hk)).

5. The Legal Aid Electronic Services Portal (“LAESP”) provides an electronic option for legal practitioners to communicate with the Department. Legal practitioners with an e-certificate can use LAESP to apply to join the Legal Aid Panel. Practitioners already on the Panel will be given a login password for checking the history of submission via LAESP and for downloading the data update form and/or removal form. Access to LAESP is via the Department’s website.

6. As Senior Counsel are exempted from the minimum experience requirements for assignment of legal aid work, they are not required, when applying to join the Legal Aid Panel or completing the Panel Update Form, to provide particulars on the number of cases they have handled in the past 3 years. They should, however, indicate the areas of civil and/or criminal work they wish to be considered for assignment.